



Governor Dirk Kempthorne

September 14, 2001

**Retirement Board**

Jody B. Olson, Chairman  
Susan K. Simmons  
Dennis L. Johnson  
J. Kirk Sullivan  
Pamela I. Ahrens

TO: All Employer Units (**Except State Employers**)

FROM: Alan H. Winkle, Executive Director *AHW*

**Executive Director**

Alan H. Winkle

SUBJECT: Electronic Transmittal Systems Required for Voluntary Contributions to PERSI Choice Plan

**BOISE**

Mailing Address  
P.O. Box 83702  
Boise, ID 83720-0078

Office Address  
607 N. 8<sup>th</sup> Street  
Boise, ID 83702-5518

208-334-3365  
1-800-451-8228  
FAX 208-334-3805

**POCATELLO**

Mailing Address  
P.O. Box 1058  
Pocatello, ID 83204

Office Address  
850 East Center, Ste. "D"  
Pocatello, ID 83201

208-236-6225  
1-800-762-8228  
FAX 208-236-6159

**COEUR D'ALENE**

Mailing & Office Address  
2005 Ironwood Pkwy. # 142  
Coeur d' Alene, ID 83814

208-769-1474  
1-800-962-8228  
FAX 208-769-1476

**CHOICE PLAN**

Toll-free 1-866-ID-PERSI  
(1-866-437-3774)

[www.persi.state.id.us](http://www.persi.state.id.us)

Equal Opportunity Employer

We have had an overwhelming response by members wanting to make voluntary employee contributions into the Choice Plan 401(k). In the interests of customer service to you, we had made some exceptions to our policy and were allowing larger employers to transmit voluntary contributions to PERSI without changing to the new electronic transmittal system. This has proved to require an unexpected and considerable amount of time and hand processing work by our staff. Unfortunately, we have not been able to effectively keep up with our transmittal processing even though our staff has been working a considerable amount of overtime for the last several months.

The volume of the response to the Choice Plan has made it impossible for us to allow additional employers to take voluntary contributions without converting to the new, electronic transmittal system. We will continue to hand process the voluntary contributions from employers we have now. **However, any larger employers (more than 20 employees) who wish to begin employee voluntary contributions to the Choice Plan must convert to the new electronic transmittal system.**

**CONVERSION TO ELECTRONIC TRANSMITTAL SYSTEM**

To convert to the electronic transmittal system please contact Tom McFarland at 1-800-451-8228 or 334-2451 ext. 251. We must ensure that we have thoroughly tested the transmittal system with each employer before putting it into production.

Therefore, before employers can switch to the new system they must receive final approval from Tom. Regrettably, if the transmittals have not been thoroughly tested and approved, we will not be able to accept the data and will return the files to the employer.

We appreciate your overwhelming response to the PERSI Choice Plan and your diligence in converting to the electronic transmittal system. We also appreciate your understanding that a conversion such as this is difficult for all involved and must be done in an orderly fashion to ensure the highest degree of accuracy for our member data. If you have any questions please contact your financial technician at PERSI.